

**City of Lauderhill
Employment Opportunity
11/5/2012
Open-Competitive**

Please Post

**Job Title: Commission Aide (P/T)
City Clerk**

Salary:

\$10.00 - \$16.00 per hour

Job Description:

Under general supervision of the City Clerk's office, performs responsible administrative support work to assist in carrying out the duties and activities of the assigned Commissioner. Work requires the use of considerable independent judgment within established City and departmental guidelines and policies. Work is reviewed through results obtained. Performs related work as requested.

NOTE: Upon request, an official job description outlining the duties required in this position is available from the Human Resources Department.

Qualification Requirements:

High School Diploma or GED or other certificate of competency; two (2) years office experience preferred; Associate's Degree preferred; or the City may consider an equivalent combination of training and experience.

Special Requirements:

Strong knowledge of computers, including Microsoft Office Word, PowerPoint and Excel.

Valid State of Florida Drivers License.

NOTE: This position serves at the will of the elected official who has hired this Commission Aide. This person serves as long as the elected official desires or until their term expires. All State and City rules must be followed as it pertains to public employees. Aide may not participate in any political campaign while on City time.

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date

Open until filled.

**Applicant must file a complete application and attach a copy of their High School Diploma, Driver's License and relevant certifications as indicated above.
Resumes alone are not acceptable.**

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd., Lauderhill, FL 33313 from 7:30 A.M. to 5:45 P.M., Monday through Thursday, or online at <http://www.lauderhill-fl.gov>.

Benefits:

No benefits.